

Vigo County Health Department has an opening for a full-time **Vital Statistics Clerk**.

Date of Posting: 02/25/2010

Essential Duties and Responsibilities:

- Assists and waits on the public who want birth/death certificates; issues certified birth/death certificates; ensures all records are proofed and sent to the Indiana State Department of Health (ISDH).
- Receives monies and prepares receipts.
- Maintains daily, monthly, and annual indexes of county deaths.
- Processes legally necessary corrections for adoptions, corrections, legitimization, and paternity; processes affidavits; processes legal name changes (Court ordered) and gender reassignments.
- Assists genealogists.
- Troubleshoots and answers questions that arise from funeral homes, nursing homes, hospitals, and customers.
- Conducts verifications for military, Social Security, and Division of Family and Children Services.
- Answers telephone providing information, assistance, and/or direction.
- Provides forms to funeral homes, hospitals, nursing homes, etc.
- Processes burial transit permits for deaths occurring outside of Indiana for burial in Vigo County.
- Maintains files and filing systems.
- Performs other related essential duties as required.

Skills and Abilities

1. Ability to deal courteously with the public and to establish and maintain favorable public relations.
2. Ability to perform multiple tasks at once.
3. Excellent math skills.
4. Willingness to assist other office employees.